



**MANITO  
ART LEAGUE**

## SILENT AUCTION

**URL to get into your Dashboard page:**

**Click the link below to access your page.**

<https://manito-art-league.appsmith.com/app/manito-art-league/sashboard-6993611be202ea433b6fdac1>

year	total_soldfor	total_value	total_percent

### On your Dashboard:

- Click on Silent Auction Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.
- Documentation is available on the buttons in the screens. Pdf download.

### NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.
- You can freeze columns to move thru the data.

### RULES ON ENTRY:

- Entering is case sensitive
- All fields do not need to be entered.
- **DO NOT** use PERIODS or COMMAS!!
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES

- **YEAR = 4 digits**, NOT 2. (2025)
- Custid is for those that are members, you can lookup the custid in members report.

## SILENT AUCTION MAINT. INSTRUCTIONS

- Silent Auction Interactive Report- Add, Edit and Delete Records (delete in the future)

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
	7	2025				Alfery, Christine	Earth's Jamboree
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land)
	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's River Ri.
	17	2025				Barnhill, David	Milky Way over Bi.

### SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

au_year	au_soldfor	au_purchby	au_phone	au_donor
2025	\$ 170	Sort column ascending	715-892-1209	Alfery, Christine
2025		Sort column descending		Alfery, Christine
2025	\$ 100	Freeze column left	843-601-2501	Babb, Phil
2025	\$ 220	Freeze column right	843-601-2501	Babb, Phil
2025	\$ 110	Mark White	630-921-1600	Barnhill, David

### SEARCHING:

For advanced searching, use the filter

#### TO FILTER:

- Click on the filter:
- You have many options here...You can search on any field with specific selections.

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ADD NEW ITEM

HOME

Filters

au\_purchby

au\_phone

Vicki Langer

715-892-1209

Al

14 2025 \$ 100 Mark White 843-601-2501 Be

14 2025 \$ 220 Mark White 843-601-2501 Be

- Select the Attribute (fields/column) you want to find.

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ADD NEW ITEM

HOME

Silent A

37 F

Filters

au\_purchby

au\_phone

au\_dc

Vicki Langer

715-892-1209

Alfery, C

Alfery, C

au\_custid Num

au\_year Num

au\_purchby Text

au\_phone Text

au\_donor Text

au\_title Text

au\_value Num

au\_percent Num

14 \$ 100 Mark White 843-601-2501 Babb, Ph

14 \$ 220 Mark White 843-601-2501 Babb, Ph

17 \$ 110 Robin Pyrcik 630-921-1600 Barnhill,

17 \$ 60 Jennifer Dodge 715-892-7275 Bokern, E

37 \$ 300 Gail Vandewalker 319-360-3687 Brimmer,

47 \$ 110 Paul Pyrcik 630-921-1600 Burgess,

54

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

			au_purchby	au_phone	au_donor	au_title
	Vicki Langer	715-892-1209	Alfery, Christine	Yellow B		
			Alfery, Christine	Earth's J		
	Mark White	843-601-2501	Babb, Phil	Hat (Figur		
	Mark White	843-601-2501	Babb, Phil	Early Sn		
	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's		
			Barnhill, David	Milky Wo		
	Jennifer Dodge	715-892-7275	Bokern, Emily	In A Row		
	Gail Vandewalker	319-360-3687	Brimmer, Shannon	Grace		
	Paul Pyrcik	630-921-1600	Burgess, Sean	Admiratio		
			Burgess, Sean	Dragonfl		

- Enter letters of the lastname of the person you are finding and press Apply.

			au_purchby	au_phone
	Vicki Langer	715-892-1209		
	Mark White	843-601-2501		
	Mark White	843-601-2501		
	Robin Pyrcik	630-921-1600		
	Jennifer Dodge	715-892-7275		
	Gail Vandewalker	319-360-3687		
	Paul Pyrcik	630-921-1600		
	Burgess, Sean	Admiratio		
	Burgess, Sean	Dragonfl		

- You will see your results.
- X out to see the record

			au_purchby	au_phone	au_donor	au_title
	Vicki Langer	715-892-1209	Alfery, Christine	Yellow B		
			Alfery, Christine	Earth's J		
	Mark White	843-601-2501	Babb, Phil	Hat (Figur		
	Mark White	843-601-2501	Babb, Phil	Early Sn		
	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's		
			Barnhill, David	Milky Wo		
	Jennifer Dodge	715-892-7275	Bokern, Emily	In A Row		
	Gail Vandewalker	319-360-3687	Brimmer, Shannon	Grace		
	Paul Pyrcik	630-921-1600	Burgess, Sean	Admiratio		
			Burgess, Sean	Dragonfl		

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	363	2025	\$ 100	Sandy Cashman	262-483-2819	Varga, Susan	Portraits of Bloom
	363	2025				Varga, Susan	Mandala Intuitive .

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

ADD NEW MEMBER

Search... Filters (1) Download

Move Change column datatype to see filter operators

Where Lastname contains wei

+ Add Filter

CLEAR ALL (highlighted with a red oval) APPLY

- And then click on the X to get out.

Search... Filters Download

Move Change column datatype to see filter operators

Where Attribute

	1	Achauer	Jeannine
--	---	---------	----------

## TO USE THE SEARCH BOX: - CustId and Donor Name for Search Only

- Type in the letters and it will pop in the matching records.



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**ADD NEW ITEM**

**HOME**

Filters Download

Save	au_custid	au_year	au_soldfor	au_purchby	au_p
S	54	2025	\$ 110	Paul Pyrcik	630-921
S	54	2025			
S	105	2025			
S	152	2025			
S	7	2025	\$ 170	Vaidi Lassar	715-800

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the “x” to clear the selection



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**ADD NEW ITEM**

**HOME**

Filters Download

Save	au_custid	au_year	au_soldfor	au_purchby	au_p
S	54	2025	\$ 110	Paul Pyrcik	630-921
S	54	2025			
S	105	2025			
S	152	2025			
S	7	2025	\$ 170	Vaidi Lassar	715-800

## EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes



S	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	
S	17	2025				Barnhill, David	
S	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	
S	47	2025	\$ 300	Gail Vandewalker	319-360-3687	Brimmer, Shannon	

	14	2020	\$ 100	Mark White	843-601-2501	Babb, Phil	Early S
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early S
	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaver
	17	2025		Kat Nordby		Barnhill, David	Milky V
	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	In A Ro
	47	2025	\$ 300	Gail Vandewalker	319 340 2687	Rimmer, Shannon	Grace

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear

Pages / SAuction\_Maint

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ADD NEW ITEM      HOME      Silent Auction Document

Search... Filters Download 37 Records Page

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfrey, Christine	Y
	7	2025				Alfrey, Christine	E
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	H
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	E
	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	H
	17	2025		Kat Nordby		Barnhill, David	N
	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	I

## ADDING A NEW MEMBER RECORD:

- Click on the ADD NEW MEMBER BUTTON

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ADD NEW ITEM      HOME      Silent Auction Document

Search... Filters Download

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfre	
	7	2025				Alfre	
	14	2025	\$ 100	Mark White	843-601-2501	Bat	

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

## Form

ID

Cust ID

AU Year

Sold For

Au Value

Purchased By

Phone

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

## Form

Cust ID

248

AU Year

2028

Sold For

Purchased By

Phone

Donor

Kat Nordby

Title

Blazing colors

- When you complete all the fields that need to be entered, all the way to the bottom
- Click Submit

Phone

Donor

Kat Nordby

Title

Blazing colors

Au Value

450

Size

16 x 20

Medium

Acrylic

**Reset**

**Submit**

- After Clicking the Submit, it will return you to the screen.

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
	7	2025				Alfery, Christine	Earth's Jamboree
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.)

- To see the new entry, Search the New Member

Silent Auction Documentation							
Add New Item		Home		Silent Auction Documentation			
Save		au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor
	S	248	2028			Kat Nordby	Blazing colors

- When done – click back to Home button

Silent Auction Documentation								
Add New Item		Home		Silent Auction Documentation				
Save		au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	S	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
	S	7	2025				Alfery, Christine	Earth's Jamboree
	S	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
	S	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.

- To get to your Reports page, click on the reports button.

The dashboard features a sidebar with a painting thumbnail, a 'Calendar' section with a date input field, and a main area with a purple header 'SILENT AUCTION Dashboard'. Below the header are three buttons: 'Silent Auction Maintenance' (purple), 'Reports' (yellow, circled in red), and another unlabeled purple button. A table below shows summary data for different years.

year	total_soldfor	total_value	total_percent

- Select the link you want to see in reports. You will **not** be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.